

ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL

ACADEMY OF HEALTH SCIENCES

LEADER TRAINING CENTER

STUDENT EVALUATION PLAN

6-8-C20 AMEDD OBLC (HPSP/RC)

ARMY MEDICAL DEPARTMENT OFFICER BASIC LEADERS COURSE
(HEALTH PROFESSIONS SCHOLARSHIP PROGRAM/RESERVE COMPONENT)
(OBLC HPSP/RC)

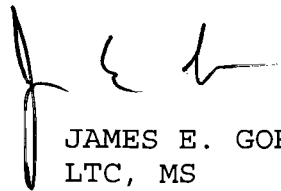
and

6-8-C20 AMEDD OBLC (USUHS)

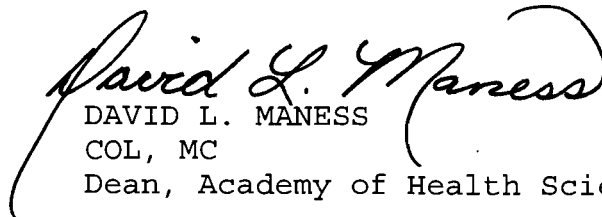
ARMY MEDICAL DEPARTMENT OFFICER BASIC LEADERS COURSE
(UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES)
(OBLC USUHS)



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 and
6-8-C20 AMEDD OBLC (USUHS)

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MCCS-HHS

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(HEALTH PROFESSIONS SCHOLARSHIP PROGRAM/RESERVE COMPONENT)
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I. **PREFACE.** This Student Evaluation Plan (SEP) establishes the Soldier's responsibilities during this training experience and the graduation criteria. It also states the policies and procedures for the conduct of these 6-8-C20, Army Medical Department Officer Basic Leaders Courses (OBLC). The policies, procedures, and responsibilities prescribed herein apply to all personnel attending these courses. Appropriate enrollment in one of these courses constitutes acknowledgement of responsibilities outlined in this SEP.

II. **COURSE DESCRIPTION.**

A. **SCOPE.**

1. AMEDD Officer Basic Course has been redesigned to reflect the applicable portions of Army Basic Officer Leader Course (BOLC) and is now called, AMEDD Officer Basic Leaders Course (OBLC). OBLC trains officers to develop: competency to perform officer/Soldier skills to standard in accordance with (IAW) Training and Doctrine Command (TRADOC) Regulation (TR) 351-10, Institutional Leader Training and Education; an understanding of Army organizations, operations and procedures; an ability to apply the concepts of Force Health Protection and leader skills, to include an ability to analyze and solve military problems; an ability to communicate, interact and coordinate as a staff member; military survival skills for the contemporary operating environment; and AMEDD-specific training which culminates in a Force Health Protection field training exercise.

2. This 6-week course includes all HPSP/RC and USUHS officer students.

3. Military Education Level (MEL)-G (formerly MEL-7) credit is awarded upon successful completion of the appropriate Officer Basic Leaders Course (OBLC), thereby being in compliance with

requirements of Initial Entry Training mandated by Title 10, U.S. Code, Armed Forces.

B. PREREQUISITES.

1. Prerequisites are IAW AR 350-1, Soldier Achievement Recognition and DA PAM 611-21, Military Occupational classification and Structure.

2. To attend the course, all Soldiers should be currently enrolled in HPSP/RC or USUHS programs; however, they must not have received credit for any other OBLC.

3. Officers will not be enrolled in this course if they have a medical or physical condition, or a valid physical profile (to include a pregnancy profile), that precludes them from participating in field training exercises, Army physical fitness training, or a mandatory Army Physical Fitness Test (APFT).

C. COURSE LENGTH.

1. Peacetime:

a. Six weeks of Common Core training.

b. Training also occurs on the weekends.

2. Mobilization: Same as Peacetime.

D. SERVICE OBLIGATION.

1. Active Component officers incur no additional service obligation for course attendance, IAW AR 350-100, Officer Active Duty Service Obligation.

2. Army National Guard (ARNG) and U.S. Army Reserve (USAR) officers are governed by AR 135-200, Active Duty for Missions, Projects, and Training for Reserve component Soldiers. ARNG officers are also governed by NGR 351-1, Individual Military Education and Training.

E. PREGNANCY POLICY.

1. Because some of the training circumstances can cause danger to a pregnant Soldier and/or her unborn child, female Soldiers will not be enrolled if they are pregnant on the start day of the course.

2. If a Soldier becomes pregnant, or discovers she is pregnant while enrolled in the course, she will be processed IAW

AR 635-100, Officer Personnel. The Commander of A Company, 187th Medical Battalion, in conjunction with an obstetrician and the OBLC Program Director, will decide if the Soldier can continue the training.

III. COURSE REQUIREMENTS. Both 6-8-C20 AMEDD OBLC (HPSP/RC) and 6-8-C20 AMEDD OBLC (USUHS) are graded PASS/FAIL. Soldiers must meet or exceed both the Academic and Nonacademic Standards stated in paragraphs IIIA-B, below, to PASS their respective course and receive "Achieved Course Standards" on their Service School Academic Evaluation Report (AER) (i.e., DA Form 1059). This requires passing the Academic portion of the course, including all Field Training Exercises (FTX). Soldiers must also receive a rating of "Satisfactory" on a majority of their assigned leadership positions (to include their last rated leadership position), and participate in the Diagnostic APFT (DAPFT) or Pass the Record APFT (RAPFT) by the end of their respective course, as noted in paragraphs IIIB, below. (Also see paragraph IX, below.)

A. ACADEMIC STANDARDS.

1. Soldiers must achieve or exceed a cumulative average of at least 70.00% on the written examinations (see paragraph IXA, below).

2. Field Training Exercises (FTX). Soldiers must also participate in and complete all portions of the FTXs, attaining a "GO" or satisfactory performance in all FTX events. The FTXs require extensive walking, evaluating and moving simulated casualties, firing weapons, and wearing a chemical protective mask and chemical protective equipment while in an NBC confidence chamber.

a. Soldiers must participate and receive a "GO" in the following areas:

(1) M16 rifle assembly/disassembly/functions check/correct malfunction.

(2) M9 protective mask assembly/disassembly/functions check/correct malfunction.

(3) Single Channel Ground and Airborne Radio System (SINCGARS).

(4) Perform voice communications (MEDEVAC).

(5) Don protective mask/clear and seal.

(6) Perform voice communications (SITREP/SPOTREP).

b. Soldiers must participate and have satisfactory performance in the following areas:

- (1) Navigate from one point to another (Mounted).
- (2) Navigate from one point to another, Day (Dismounted).
- (3) Navigate from one point to another, Night (Dismounted).
- (4) Confidence Course.
- (5) Urban Operations movement techniques.
- (6) Enter and clear a building.
- (7) Leader Reaction Course.
- (8) Individual movements.
- (9) Basic squad movements and battle drills.
- (10) Convoy operations.
- (11) Media on the battlefield.
- (12) Engage targets with M16.
- (13) Engage targets with M9.
- (14) Combatives.
- (15) Forward Operating Base (FOB) Security Operations.
- (16) Tactical Road March.
- (17) Force Health Protection Levels I, II, & III.

3. Homework Assignments will be graded as "GO"/"NO GO."

a. Soldiers must complete, turn in and attain a "GO" on all homework assignments to successfully meet the Academic Standards.

b. Soldiers will be required to resubmit homework that is not completed to standard.

B. NONACADEMIC STANDARDS.

1. Physical Fitness. Soldiers are expected to maintain themselves in a good state of physical fitness. Physical fitness standards and procedures are IAW, AR 350-1, Army Training and Leader Development; AR 600-8-2, Suspension of Favorable Personnel Actions (Flags); AR 600-9, The Army Weight Control Program and Interim Change (101), dated 27 Nov 06; DA Pam 600-8-101, Personnel Processing (In, Out, Soldier Readiness, Mobilization and Deployment Processing); AMEDDC&S & FSH Reg 351-12, Enrollment, Relief, New Start/Recycle, Administrative Disposition, and Counseling of Student Personnel; and FM 21-20, Physical Fitness Training, as applicable.

2. Body Composition (Height and Weight). Soldiers should meet height and weight standards IAW AR 350-1, AR 600-9, or AMEDDC&S & FSH Reg 351-12, as applicable. This paragraph is subject to change IAW Updates and Changes to Army regulations.

a. Soldiers will be weighed within the first 72 hours of the beginning of their course. Any Soldiers exceeding the screening table weight during the initial weigh-in will have a determination made of their percent body fat content IAW AR 600-9.

b. As active duty Soldiers, USUHS students must meet height and weight standards by the end of their course or their records will be flagged, prohibiting any favorable personnel actions to include, but not limited to, promotion to the next higher rank.

c. Any Soldier who meets all academic requirements but does not meet height and weight standards is not eligible for Special Recognition (see paragraph VII).

3. Army Physical Fitness Test (APFT).

a. In order to graduate from OBLC HPSP/RC, these Soldiers must take a Diagnostic Army Physical Fitness Test (DAPFT) to evaluate their state of physical fitness and to identify areas requiring improvement to achieve a state of physical readiness IAW AR 350-41, Training in Units and AMEDDC&S & FSH Reg 351-12.

(1) The DAPFT will be administered at least once, at the beginning of the course.

(2) HPSP/RC Soldiers must achieve a minimum score of 60 points per event, and 180 minimum total points to PASS the

DAPFT. Soldiers will be enrolled in a Remedial Physical Training Program if they score less than 60 points on any DAPFT event.

(3) HPSP/RC Soldiers, however, are not required to pass the DAPFT because they are transitioning from civilian to military and are not stationed at Ft. Sam Houston long enough to develop themselves physically before returning to their universities and/or units.

(4) If an HPSP/RC Soldier is given a valid physical profile once enrolled in the course, and cannot take the DAPFT during the course, the Dean, Academy of Health Sciences, may waive this requirement.

(5) HPSP/RC Soldiers who have met all academic requirements, but do not participate in the DAPFT, are not eligible for Special Recognition (see paragraph VII).

b. USUHS students, however, are Active Duty Soldiers and, therefore, must pass the Record APFT (RAPFT), IAW AMEDDC&S & FSH Reg 351-12.

(1) USUHS Soldiers failing to pass the RAPFT fail the course and will have their AER marked "Failed to Achieve Course Standards." They may be re-enrolled at the beginning of the course at a later date if their organization permits it.

(2) USUHS Soldiers who have met all academic requirements but do not pass the RAPFT are not eligible for Special Recognition (see paragraph VII).

c. The points scored on the APFT will not count toward a Soldier's academic average.

4. APFT Waivers.

a. Commanders will evaluate, on an individual basis, Soldiers who fail to attain APFT standards.

(1) Remedial physical training and/or new start/recycle are considered appropriate measures for Soldiers who fail to achieve minimum standards. Soldiers who continually fail to meet minimum standards will receive remedial training.

(2) Soldiers receiving temporary or permanent physical profile limitations after enrolling in this course will be evaluated by commanders for continued enrollment. Soldiers, who are unable to meet graduation requirements will be returned to their units and may, if eligible, be re-enrolled later.

b. Direct-commissioned officers.

(1) Will be administered the DAPFT unless they have prior service experience. If prior service experience is within the past four years, they must take and pass the RAPFT.

(2) Officers will be counseled, in writing, by their Academic Counselor on their responsibility to meet these standards.

5. Leadership. Soldiers must achieve a rating of "Satisfactory" on a majority of their assigned leadership positions, to include their last rated leadership position.

6. Class Attendance. Attendance is mandatory for all classes, to include those conducted on weekends. Only the Class Advisor or Program Director grants approval to be excused from any scheduled training.

a. PASSES/LEAVES.

(1) Passes are considered on an individual basis and must be recommended by the Class Advisor.

(2) Leaves are considered on an individual basis and must be recommended by the Class Advisor to the Commander, A Company, 187th Medical Battalion, IAW A Company's Policy Letter #9 (Pass/Leave Procedures).

b. MEDICAL BOARDS. Soldiers may take leave for the purpose of taking medical board examinations with the concurrence of the Program Director.

(1) Soldiers must obtain approval for such leave by completing and submitting a DA Form 31 (Request and Authority for Leave) to the Commander, A Company.

(2) Soldiers may not depart until receiving their copy of the DA Form 31 signed by the Commander, A Company.

(3) No more than 24 hours of missed scheduled training time will be permitted.

(4) Soldiers are required to make up any missed training.

c. MEDICALLY RELATED ABSENCES.

(1) In the event of a **MEDICAL EMERGENCY**, Soldiers must notify their student chain of command, Class Advisor, and

their TAC Officer, A Company, 187th Medical Battalion, IAW A Company's Policy Letter #3 (Sick Call Procedures), as soon as possible. Medical emergencies include any non-scheduled visits to the Troop Medical Clinic (TMC) or the Emergency Room at Brooke Army Medical Center (BAMC).

(2) Soldiers who become ill after duty hours (excluding medical emergencies), must attend the morning formation, and then go on Sick Call. Self-diagnosis, self-treatment, and/or buddy-treatment are not authorized, regardless of Soldiers' medical qualifications.

(3) Soldiers must notify their student chain of command if going on Sick Call or are scheduled for a medical appointment. This notification may be made in person, in writing, or telephonically. Soldiers must call the Class Advisor and the Staff Duty Officer, AMEDD Center and School (221-1144) if after duty hours.

(4) If placed on quarters because of medical treatment (which requires that an Individual Sick Slip, DD Form 689, Physical Profile, must be issued by the military treatment facility), the Class Advisor and Commander, A Company, 187th Medical Battalion, must be notified immediately.

(5) If Soldiers are placed on profile restricting duty or physical activities, a copy of that profile (DA Form 3349), completed IAW Chapter 7, AR 40-501, Standards of Medical Fitness, (which outlines specific restrictions and capabilities) must be signed by the A Company Commander and a copy provided the Class Advisor. Incomplete or inaccurate profiles will not be accepted.

d. UNAPPROVED ABSENCES. If Soldiers have an unapproved absence (i.e., absented themselves from the course for any reason without prior signed authorization), they are subject to being relieved from the course, punished under the Uniform Code of Military Justice (UCMJ), or both, IAW AMEDDC&S & FSH Reg 351-12.

e. LEAVE UNDER EMERGENCY CONDITIONS. To obtain this type of leave (e.g., the death of an immediate family member), Soldiers must follow the guidelines of A Company's Policy Letter #9 (Pass/Leave Procedures), and notify the Soldier chain of command, Class Advisor, and Commander, A Company, 187th Medical Battalion. Such absence may require disenrollment.

7. STANDARDS OF CONDUCT.

a. Soldiers will conduct themselves IAW the standards of conduct as outlined in AMEDDC&S & FSH Reg 351-12 and the Uniform

Code of Military Justice. Inappropriate conduct will not be tolerated.

b. The Program Director may recommend relief from the course for personal misconduct. Examples that may justify relief include, but are not limited to: cheating, plagiarism, disrespectful behavior, improper personal appearance, substance abuse, insubordination, etc., as addressed in AMEDDC&S & FSH Reg 351-12. Soldiers will remain in training, however, until the action is complete and the Brigade Commander renders a decision.

c. Soldiers must avoid illegal associations as defined in Policy Memorandum #5 (Illegal Associations) of the 32d Medical Brigade, US Army Medical Department Center and School, and A Company's Policy Letter #6 (Good Order and Discipline).

C. ELIGIBILITY FOR DIPLOMA. Soldiers are eligible to receive a diploma only after satisfactory completion of all Academic and Nonacademic requirements their appropriate course, as stated in paragraphs IIIA-B, above.

IV. **PURPOSES OF EXAMINATIONS.** The purposes of examinations during this course include, but are not limited to the following:

A. Monitoring Soldier progress and competence in meeting course objectives, with emphasis on early detection of marginal/unsatisfactory performance.

B. Providing Soldiers with feedback on their demonstrated academic progress and achievement.

C. Advising them of their demonstrated academic and military professional strengths and weaknesses.

D. Measuring the degree to which Soldiers have achieved the objectives of the course.

E. Supporting decisions for Academic Counseling, Academic or Nonacademic Probation, and relief or recycle.

F. Providing feedback to the Program and Course Director on the effectiveness of instruction and instructional materials as part of continuous course evaluation and quality improvement. (The Chief, Leader Training Center, Academy of Health Sciences, is the Course Director for all Officer Basic Leaders Courses.)

V. POLICIES AND PROCEDURES.

A. ACADEMIC COUNSELING. Academic Counseling and documentation procedures will be IAW AR 623-3, DA PAM 623-3, Evaluation Reporting System and AMEDDC&S & FSH Reg 351-12.

1. Soldiers will be assigned a Platoon Advisor as their Academic Counselor at the beginning of the course. He/she will conduct Academic Counseling throughout the course to afford opportunities to review academic progress with their Soldiers, in order to positively affect their Soldiers' academic development and professionalism.

2. Platoon Advisors will write their Soldiers' AERs. (See paragraph IX, below).

3. Soldiers are encouraged to request Academic Counseling from their Platoon Advisor at any time during the course.

B. EXAMINATIONS/EVALUATIONS.

1. There are two examinations during the course. They are:

a. Composed of questions that sample all aspects of course material. All instruction is cumulative and testable, including instruction presented in class, handouts, practical exercises, self-study assignments, and homework.

b. Objective in nature (i.e., scenario based, multiple choice, and/or matching) and are prepared with primary reference to instructional objectives.

2. Field Training Exercises.

a. The FTX includes evaluation of Soldiers' ability to perform individual performance tasks (such as land navigation, communications, chemical, biological, radiological, and nuclear (CBRN) protection, weapons, and evacuation, etc.).

b. Soldiers will be tested under field conditions.

c. Soldiers with physical limitations will be considered for medical profile. Soldiers without medial profile who repeatedly fail to meet standards after remedial training may be considered for elimination.

3. Leadership. Soldiers will be evaluated in all leadership positions, including, but not limited to the FTX, physical training (PT), and administrative.

C. REMEDIAL TRAINING/RETESTING. All efforts will be taken to ensure that Soldiers are successful. Appropriate remedial training and retesting will be conducted IAW TRADOC PAM 350-70-5, and performed before or after normal duty hours, as coordinated by the Platoon Advisor.

1. Written Examinations.

a. Remedial training of subject matter and appropriate retesting will be conducted on a case by case basis, as determined by the Program Director, with approval from the Course Director.

b. A score of 70.00% is the maximum a Soldier can achieve on a retest.

c. If any international Soldiers are enrolled and attend this course, they are allowed up to one and one-half times the amount of time allowed U.S. officers to take a written examination, IAW AMEDDC&S Pam 1-5, International Military Students.

2. The Field Training Exercise includes an evaluation of Soldiers' ability to perform individual performance tasks.

a. All Soldiers will be retested under field conditions.

b. Soldiers placed on a valid physical profile during the course will still participate in, and be evaluated on those portions of the FTX allowed by their profile.

c. If a Soldier fails the retest, but demonstrates that he/she is making satisfactory progress, the Class Advisor, with the approval of the Program Director, may award constructive credit.

3. Students may request, through their Platoon Advisor, to be re-taught at any time. Such training is mandatory, however, if a student:

a. Is put on probation (see paragraph V D, below).

b. Scores lower than 70.00% on any graded portion of these courses, as listed in paragraph IIIA.

c. Is not making satisfactory academic progress, as determined by his/her Platoon Advisor.

D. SOLDIERS AT RISK. Soldiers' progress will be monitored, evaluated, and documented in their student record. Soldiers will

be counseled in writing IAW AMEDDC&S & FSH Reg 351-12 if placed on probation.

1. The purpose of probation is to:

a. Help Soldiers identify performance problems and their potential consequences should correction not occur.

b. Advise Soldiers of ways to improve their performance.

c. Provide them a means by which to measure improvement.

2. Academic Probation.

a. Soldiers' academic performance is evaluated after the first examination. Soldiers will be placed on Academic Probation if they score below 70.00%. They will be counseled in writing IAW AMEDDC&S & FSH Reg 351-12 and enrolled in mandatory remedial/additional training if placed on Academic Probation.

b. Thereafter, Soldiers will be placed on Academic Probation any time their overall average drops below 70.00% or they are at risk of failing the FTXs during the course.

c. They will be removed from Academic Probation when their Platoon Advisor determines they are making satisfactory progress.

3. Nonacademic Probation.

a. Soldiers may be placed on Nonacademic Probation for failing to meet the Nonacademic course requirements listed in paragraph IIIB.

b. This probation will remain in effect for the period specified in the written probation notice.

4. Progress during Academic and/or Nonacademic Probation will be monitored and evaluated by the Platoon Advisor and Class Advisor, and will be documented in the Soldiers' records.

E. RELIEF. Reasons and procedures for relief, as well as the appeal/rebuttal process, are described in AR 600-8-24 and AMEDDC&S & FSH Reg 351-12.

1. Soldiers may be relieved from Active Duty or Active Duty for Training, and may have their commission withdrawn IAW AR 600-8-24, for failing to achieve course standards due to disciplinary, academic, or leadership deficiencies.

2. The Class Advisor, with the concurrence of the Program Director, may recommend a Soldier be relieved from the course for the following reasons:

a. Academic Relief:

(1) Failure to demonstrate the minimum training competencies described in paragraph IIIA, above, to include failure of any examination, or other PASS/FAIL events (to include failure of the FTX), and failing to make academic progress.

(2) Determination that a Soldier received unauthorized assistance (to include plagiarism) in doing homework or examinations.

b. Nonacademic Relief:

(1) Soldiers will be disenrolled if they miss more than 24 hours of scheduled training time (i.e., time Soldiers are normally scheduled for classroom or FTX training, not unscheduled after duty hours).

(2) Personal behavior/conduct unbecoming an officer that occurs either on or off post. Such misconduct is defined in AMEDDC&S & FSH Reg 351-12.

(3) Extended absences: Emergency Leave, hospitalization, incarceration, illnesses/injuries causing a Soldier to be "On Quarters" for more than 24 hours of scheduled training time, etc.

(4) Physical profile that precludes participation as stated in paragraph V B, above, to include inability to satisfactorily participate in the FTX.

(5) Unapproved absences.

3. Soldiers who are placed on a valid physical profile (to include pregnancy profile) while attending this course, and are unable to participate fully in their course, may be disenrolled for possible attendance at a later date.

4. Recycle actions are not normally a viable option for these courses due to the 12 month period between class start dates. Human Resources Command will determine whether to reschedule Soldiers for any future course dates.

F. FACULTY BOARD. The Class Advisor may refer students to a Faculty Board at any time prior to graduation (see AMEDDC&S and

FSH Reg 351-12) based upon academic shortcomings, leadership deficiencies, disciplinary problems, acts of misconduct, honor violations, lack of motivation, lack of adaptability, or other reasons determined by the graduation standards or the Class Advisor. The Class Advisor will, at all times, consider each student under the "whole person" concept and consider all relevant facts as well as the long-term impact to the student.

VI. STUDENT APPEAL PROCESS. Soldiers who experience difficulty in meeting OBLC standards and are recommended for new start or relief from the course have a right to appeal such action through appropriate channels IAW AMEDDC&S & FSH Reg 351-12. Soldiers must exercise this right within three duty days after being notified of pending actions. Soldiers will remain in training until a final decision is completed by the Commandant, AHS.

VII. SPECIAL RECOGNITION. Soldiers may be recognized for outstanding achievement in OBLC IAW AMEDDC&S and FSH Reg 351-10, Student Achievement Recognition.

A. The Lynch Leadership Award will be given the last class day.

1. To be considered for this award, a Soldier must:
 - a. Be nominated by their Platoon Advisor based on their demonstrated leadership skills, knowledge, and attitude.
 - b. Be chosen by classmates from the list of nominations.
 - c. Meet course Academic Standards, passing all academic requirements with at least 70.00%, with no retests.
 - d. Achieve a passing score of 60 points or higher on each event of their APFT.
 - e. Meet course Nonacademic Standards, to include height and weight standards (see paragraph IIIB, above).
 - f. Not have received any recurring adverse written counseling.
 - g. Not receive an "Unsatisfactory" rating on any leadership positions.
 - h. Be approved by the Class Advisor based on the Soldier's demonstrated leadership skills, knowledge, and attitude.
 - i. Be approved by the Program Director.

2. The winner's name will be engraved on a plaque that hangs in the Leader Training Center in recognition of this accomplishment.

B. Physical Training Award. This award will be given at the end of the course for the top male and top female scores. To be considered for this award, Soldiers must:

1. Meet course standards.

2. Have achieved the highest DAPFT score for their gender in their class on the initial test. DAPFT must be administered here at FT. Sam Houston for any individual that competes for any award.

3. Not have received any recurring adverse written counseling.

VIII. PROCEDURES FOR SOLDIERS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.

A. THE ARMY/AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT SYSTEM (AARTS). AARTS represents a partnership between the Army and the American Council on Education (ACE). The AARTS transcript documents Soldiers' formal military schooling and experience. It provides college credit recommendations designed to help Registrars and Admission Officers at civilian schools, colleges, and universities in their evaluation and award of credit for Soldiers' military learning experiences.

1. Soldiers must furnish documents specified in the ACE Guide to the civilian school(s) from which they want to receive credit when applying for college credits.

2. The civilian school(s) decides on acceptance of ACE credit recommendations and hours to be credited.

B. AARTS TRANSCRIPT.

1. A Soldier must do one of the following to obtain an AARTS transcript:

a. Visit the AARTS web site at <http://aarts.army.mil>

b. Mail or fax a written, signed request or completed DA Form 5454-R, Request for Army/American council on Education to:

AARTS Operations Center
415 McPherson Avenue
Ft. Leavenworth, KS 66027-1373
Fax: (913) 684-2011 or DSN 552-2011

c. Telephone AARTS at:

Toll-free: (866) 297-4427
DSN: 552-3269

2. Contact the Registrar's office of the AMEDD Center and School at (210) 221-6207 if further information is needed.

IX. ACADEMIC EVALUATION REPORT (AER). Soldiers, upon completion of their respective course, receive a Service School Academic Evaluation Report (AER), DA Form 1059, (written by their Platoon Advisor) which reflects their participation during their respective course, IAW AR 623-3. The following additional guidelines will be used for completing the report:

A. BLOCK 13, PERFORMANCE SUMMARY.

1. Block 13b, "Achieved Course Standards," is annotated if the Soldier:

a. Achieved a minimum of at least 70.00% on evaluated portions of the course. (See paragraph IIIA above).

b. Satisfactorily participated in the FTX Task Performance Evaluation.

c. Received a rating of "Satisfactory" in a minimum of two leadership positions.

d. Took the DAPFT by the end of the course for HPSP officers. Active duty officers attending this course or enrolled in the USUHS program must pass the RAPFT.

e. Met Army standards for appearance, attitude, conduct and/or behavior IAW AMEDDC&S & FSH Reg 351-12.

2. Block 13d, "Failed to Achieve Course Standards." AERs in this category contain potentially career-damaging information and must be referred to the Soldier for comment before submission through administrative channels. (Relief actions will be determined IAW AMEDDC&S & FSH Reg 351-12). This block is annotated if the Soldier:

a. Failed to achieve Academic Standards of at least 70.00%. (See paragraph IIIA, above).

b. Failed to receive a rating of "Satisfactory" in a minimum of two leadership positions (to include their last rated leadership position).

c. Did not satisfactorily participate in the FTX Task Performance Evaluation.

d. Was removed from the course.

e. Failed to take the DAPFT.

f. Failed in other portions of Nonacademic Standards (e.g., Army standards for appearance, attitude, conduct or behavior).

B. BLOCK 14, DEMONSTRATED ABILITIES.

1. Block 14c, "Leadership Skills," will be annotated on the AER as "Outstanding", "Satisfactory" or "Failed to Meet Course Standards," depending on Soldiers' performance in their leadership positions.

a. Students will receive a "Superior" rating if they demonstrated consistently outstanding leadership in a multitude of environments, as evaluated by their Platoon Advisor.

b. Leader Development Branch staff may also submit evaluations of students' leadership abilities for those who demonstrated consistently outstanding leadership in environments other than formal leadership positions. Such evaluation must be submitted with appropriate written justification through the Class Advisor to the Program Director for an exception to policy.

2. Block 14d, "Contribution to Group Work," will be annotated "Not Evaluated."

3. Block 14e, "Evaluation of Student's Research Ability," will be annotated "Not Evaluated."

4. If the Soldier has any unsatisfactory evaluations in Block 14, he/she will receive an adverse/referred AER (see AR 623-3).

C. BLOCK 15, ACADEMIC POTENTIAL.

1. The "YES" block is marked if the Soldier "Satisfactorily Achieved Course Standards."

2. The "NO" block is marked if the Soldier "Failed to Achieve Course Standards."

3. If the "NO" block is marked, the AER contains potentially career-damaging information and must be referred to the Soldier for comment before submission through channels.

D. BLOCK 16, COMMENTS.

1. Comments are mandatory in this block if the Soldier:

a. Received a "Superior" or "Unsatisfactory" rating in Block 14. (Either of these ratings must be supported with written justification in this block).

b. Received a "Failed to Achieve Course Standards" rating in Block 13.

2. Comments are optional if a student received a "Satisfactory" rating in Block 14.

3. The Program Director and/or Class Advisor may provide other appropriate comments.

4. All comments are subject to final approval by the Course Director or his designated representative.

E. ADDITIONAL INFORMATION. Soldiers may obtain additional information concerning Academic Evaluation Reports by referring to AR 623-3 and DA PAM 623-3.

X. **AWARDING OF DIPLOMA.** Soldiers will receive a diploma, awarding Military Education Level-G (MEL-G) credit only upon satisfactory completion of all Academic and Nonacademic requirements, as stated in paragraphs III and IX.

XI. **OUT-PROCESSING.** Soldiers are responsible to out-process through A Company, 187th Medical Battalion, to obtain their Diploma and their Academic Evaluation Report.